

Vacancy Announcement

DEPARTMENT OF VETERANS AFFAIRS (VA) VA, INSPECTOR GENERAL

Vacancy Announcement Number: OIG-02-CP-72

Opening Date: 08/09/02

Closing Date: 08/16/02

Position: **SUPERVISORY CRIMINAL INVESTIGATOR**, GS-1811-14 /14

Salary: \$76,271- \$99,150 per year

Promotion Potential: GS-14

Duty Location: 1 vacancy at Phoenix, AZ

Office of Inspector General, Assistant Inspector General for Investigations, Western Investigative Field Office, Phoenix Resident Agency

Salary includes locality payment but does not include the 25% law enforcement availability pay authorized for this position based on unscheduled work.

Relocation expenses ARE authorized.

WHO MAY APPLY:

Vacancy Announcement is open to Department of Veterans Affairs Office of Inspector General employees only.

MAJOR DUTIES:

The incumbent serves as the Resident Agent in Charge (RAC) of an Office of Inspector General Investigative (OIG) Field Division, and assists the Special Agent in Charge in the coordination of the overall Field Office investigative program including fraud prevention activities and liaison for overall program operations. Exercises oversight and conducts a wide range of sensitive and complex investigations into allegations of unlawful activities adversely impacting the programs of the Department of Veterans Affairs. Manages and directs a staff of criminal investigators ranging in grades from GS-05 to GS-13 in conducting all investigative and fraud prevention activities pursuant to Federal statutes and Veterans Affairs policies and procedures within the geographical area. Carries out the full range of personnel and supervisor activities, and plans, directs, controls, supervises, counsels, interviews and selects employees. Develops performance standards, trains, evaluates, and identifies methods to improve work operations. Ensures that comprehensive documented reports reflecting allegations and findings are prepared within established timeframes. Exercises broad latitude in planning, directing, coordinating, and developing special investigative techniques and guidelines for extremely sensitive cases.

QUALIFICATIONS REQUIRED:

Applicants must have at least one year of specialized experience performing criminal investigator duties as described above equivalent to at least the GS-13 grade level. This specialized experience must have equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the

duties of the position as a criminal investigator. Experience is typically in or related to the work of the position described as a criminal investigator.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

Candidates should submit a narrative statement on a separate page(s) with specific responses to the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to the KSAs may negatively affect your eligibility and/or rating for this position.

1. Comprehensive knowledge of Federal criminal laws, rules, regulations, court decisions, policies, and investigative procedures sufficient to conduct complex investigations and address matters involving violations of laws and regulations relating to programs. Knowledge to conduct and review utilization of specialized investigative techniques, devices, and procedures, the rules of evidence for search and seizure, and methods for conducting interviews and interrogations.
2. Comprehensive knowledge of applicable Federal Law Enforcement programs and functions and related statutes and regulations sufficient to analyze new or revised regulations, policies, and Federal statutes, and identify, prepare, and recommend required revisions to policies and procedures to conform with required changes.
3. Ability to plan and manage a high Federal-level complex regional or divisional criminal investigative program, supervise and provide leadership to a staff of criminal investigators, and initiate actions to improve work operations, and maintain an equal employment opportunity environment.
4. Ability to effectively interact with other disciplines and Agency officials, and to develop and maintain effective liaison with various law enforcement officials required to serve as an advisor to joint task relating to crime prevention, detection, vulnerability assessments and other areas.
5. Ability to effectively communicate orally to develop and provide briefings to senior Agency officials relative to major projects, develop and provide training to investigators, and coordinate with senior officials participating in joint briefings and projects. Ability to effectively communicate in writing to prepare and present complex investigative reports, prosecutive summaries, and training program documents.

BASIS OF RATING:

All applicants will be considered on the basis of their education, training, experience, awards, supervisory appraisal, and the Knowledges, Skills, Abilities, and Other Characteristics (KSAOCs) for this position.

For CTAP and ICTAP, well-qualified means that the applicant meets the qualification standard and eligibility requirements for the position, meets minimum educational and experience requirements, meets all selective factors where applicable, and is able to satisfactorily perform the duties of the position upon entry.

PAY, BENEFITS, AND WORK SCHEDULE:

This position is covered by the Law Enforcement Retirement provisions of 5 U.S.C. 8336 and 5 U.S.C. 8401 as primary, and the incumbent is eligible for Law Enforcement Availability Pay.

All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.

This is a permanent, career-conditional appointment. Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the Federal Employees Retirement System or the Civil Service Retirement System.

CONDITIONS OF EMPLOYMENT:

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire non-citizens in very limited circumstances where there are no qualified citizens available for position.

Prior to appointment, the person selected for this position must be determined physically fit by an authorized government physician to perform strenuous and physically demanding duties; and also pass a pre-employment medical examination.

Applicants must pass a pre-employment drug screening and background investigation. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Prior to appointment, applicants must not have reached their 37th birthday unless they have previous service in a Federal Civilian Law Enforcement position covered by special civil service retirement provisions, including early or mandatory retirement. The maximum entry age limit was established under the age discrimination prohibitions contained in Section 15 of the Age Discrimination in Employment Act. Maximum age limitations may not be waived for any applicant including those entitled to veterans' preference.

Incumbent will be required to carry a firearm while performing duties and maintain firearm proficiency.

The incumbent must satisfactorily complete (or have previously completed) and pass the nine week Criminal Investigator Training Program at Glynnco, Georgia. (Appointment to this position will be terminated if all the requirements are not satisfactorily completed.)

Lautenberg Amendment: This position authorizes the incumbent to carry a firearm. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition [Title 18, U.S.C., Section 922 (g)]. A 'misdemeanor crime of domestic violence' is generally defined under the statute, as any offense involving the use or attempted use of physical force, or the threatened use of a deadly weapon committed by the victim's current or former domestic partner, parent or guardian. The term 'convicted', as defined in the statute, excludes any person whose conviction has been expunged, set-aside, or pardoned or any person whose civil rights have been restored, so long as such restoration does not restrict the shipping, transport, possession or receipt of firearms or ammunition. Candidates who have been convicted of a misdemeanor crime of domestic violence within the meaning of the referenced statute are not eligible for this position. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense. False or fraudulent information provided by candidates is criminally punishable by fine or imprisonment, [Title 18 U.S.C., Section 1001].

As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

Occasional travel may be required.

OTHER INFORMATION:

First consideration will be given to CTAP and ICTAP eligible applicants.

If claiming 5-point veterans' preference, a DD-214 must be submitted. If claiming 10-point veterans' preference, both a DD-214 and SF-15 must be submitted.

Applicants with disabilities will receive consideration for reasonable accommodations in the hiring process for any physical, mental, or emotional impairment. Applicants should submit requests for reasonable accommodation with job applications and provide supporting medical documentation. The decision on granting reasonable accommodation will be on a case-by-case basis.

This is a supervisory position, if appointed to this position you must successfully serve in a probationary supervisory capacity for a period of one year.

Applicants must meet time in grade requirements of this position within 30 days of the closing date of the announcement.

Selectee may be required to complete a Confidential Financial Disclosure Report, OGE-450, prior to entering on duty and annually thereafter.

HOW TO APPLY:

Applications may be sent by mail or U.S. Postal Service Express Mail to the following mailing address.

DEPARTMENT OF VETERANS AFFAIRS
OFFICE OF INSPECTOR GENERAL (53F)
POST OFFICE BOX 50760
WASHINGTON, DC 20091-0760

Applications may be sent via courier or commercial delivery service (i.e. FedEx, UPS, Airborne Express) to the following courier & commercial delivery service address.

DEPARTMENT OF VETERANS AFFAIRS
OFFICE OF INSPECTOR GENERAL (53F)
ROOM 1160 801 EYE STREET, N.W.
WASHINGTON, DC 20001

Applications submitted by mail must be postmarked by the closing date of the announcement to receive consideration. Hand delivered applications and applications delivered via commercial delivery services must be received by the closing date.

Applications mailed using government postage and/or internal federal government mail systems are in violation of agency and postal regulations and will not be accepted.

You may apply with a resume, Optional Application for Federal Employment (OF-612), or any other written format you chose. Although we do not specify the format in which the information is presented or require the use of any particular form, there is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for the vacancy. If your package does not provide all the information requested, you will lose consideration for the job. Be sure you provide ALL of the information requested below:

Job Information:

- Announcement Number, title and grade(s) for which you are applying.

Personal Information:

- Full name, mailing address (with zip code) and day/evening telephone numbers (with area code).
- Social Security Number. Giving your Social Security Number is voluntary. However, we cannot process your application without it.
- Country of Citizenship.

If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

Education:

- High School name, city, state and zip code, date of diploma or GED.
- Colleges and/or Universities attended, city state and zip code.
- Major field(s) of study.
- Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience for each paid or non-paid position held related to the job for which you are applying (do not provide copies of job descriptions):

- Job title.
- Duties and accomplishments.
- Number of hours per week.
- Employers name and address.
- Supervisor's name and phone number.
- Starting and ending dates of employment (month and year).
- Salary.
- Indicate if your current supervisor may be contacted.

Other Qualifications:

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)
- Job-related certificates and licenses.
- Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Do not send copies of documents unless specifically requested.
- If you are applying for Veteran Preference, submit evidence of eligibility, such as a DD-214, Certificate of Release or Discharge from Active Duty, Standard Form 15, Application for 10-Point Veteran Preference, and the proof requested on the form.
- If you are or have been a Federal employee, please submit a copy of your last Notification of Personnel Action, Form SF-50, and your most recent or last performance appraisal.

Materials submitted as a part of your application will not be returned.

Failure to submit ALL required documents and information requested by the closing date of this announcement may result in your not receiving full consideration. Applicant's qualifications will be evaluated solely on the information submitted in their applications.

Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. See Basis for Rating for definition of 'well qualified'. Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

For additional information about this position please contact:

CARLOS PERKINS

2025658954

Submit your application package to:

DEPARTMENT VETERANS AFFAIRS
OFFICE OF INSPECTOR GENERAL (53F)
POST OFFICE BOX 50760
WASHINGTON, DC 20091-0760

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